

**IDAHO STATE
DEPARTMENT OF AGRICULTURE**

APPROVED BY:



ORIGINAL EFFECTIVE DATE:
October 30, 2000

REVISION DATE:
July 7, 2003

TITLE: EMPLOYEE AND INTERN HIRING POLICY AND PROCEDURES

Policy Statement

This policy is intended to assist supervisors in complying with state and federal laws and rules during the hiring of new employees. This policy is also intended to limit the risk of hiring an employee in a particular job where their criminal background would indicate the possibility of a significant risk for the department.

All applicants for *temporary positions* and *paid or unpaid interns* are required to complete an application for employment prior to hire.

Besides the official State of Idaho application available online at: <http://www.dhr.state.id.us/appforms.asp>, or from the ISDA Human Resource Office, other applications may be approved for use by the ISDA HR Office. Please contact the ISDA HR office if you wish to use an application other than the official State of Idaho application.

All state employment applications must contain the following questions and be signed and dated by the applicant:

******I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration). Yes No

******I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. Yes No

******Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?
Yes No If Yes, please explain:

****** These questions must be answered in order for the applicant to be considered for employment with the State of Idaho.

All hiring decisions for *classified* employees must be reviewed by the Human Resource Officer (HRO), or the Deputy Director if the HRO is unavailable, prior to a hiring commitment being made to any candidate. (This includes applicants with no criminal background noted on their application form.)

Hiring decisions for *classified* and *non-classified* (including *temporary*) job applicants who are under the jurisdiction of a correctional or probation and/or parole governmental unit must be reviewed by the Human Resource Officer, or by the Deputy Director if the HRO is unavailable, and then approved by the Director or Deputy Director. This review must be completed prior to a hiring commitment being made.

If any job applicant who is being seriously considered for employment indicates that, except for minor traffic offenses, they have been convicted of, pled guilty, no contest, or had a withheld judgment to a felony and are under the jurisdiction of a correctional or probation and/or parole governmental unit, the following procedures apply:

Procedures

1. The hiring supervisor or administrator must notify the Human Resource Officer, or the Deputy Director if the HRO is not available, who he/she wants to hire, what job they are to perform, where and when the applicant will be working, and what references were checked.
2. The applicant, hiring supervisor or administrator must submit a copy of a completed approved State of Idaho employment application to the HRO.
3. The applicant, hiring supervisor or administrator must provide the HRO with the applicant's full name and social security number, the name and phone number of the officer (parole, probation, correctional, etc.) responsible for the applicant's case, and the nature of the offense that placed them under their jurisdiction.
4. The HRO will discuss the job the applicant has applied for with their probation officer or other appropriate governmental unit representative and get their recommendation as to the suitability of the position for the applicant.
5. The HRO will then review the nature of the job and the information received and present a recommendation to the Director or Deputy Director for a decision on the proposed hire.
6. The HRO will report the decision back to the hiring supervisor and their administrator.